

Archived Information

Interim Evaluation of the Regional Educational Laboratories

Individual Evaluation Plan for the WestEd Regional Educational Laboratory March 10, 1999

The purpose of this document is to describe the plans to implement the Interim Evaluation of the Regional Educational Laboratories at the WestEd Regional Educational Laboratory. This plan contains the most up-to-date information on the schedule of activities to implement the evaluation at this Laboratory, the current panel members, and the proposed data sources. The data sources are based on information obtained from WestEd's nominated signature works, their inventory of products and services, and the other data items needed to examine overall Laboratory operations.

A. Schedule of Activities for WestEd Evaluation

Activity	Proposed Date
Approval of Individual Evaluation Plan by PES	03/12/99
Receipt of advance materials from WestEd	03/22/99
Distribution of advance materials to panel members	03/22/99
Training Session #3, including WestEd presentation	03/24/99
On-site panel visit	04/12/99 – 04/16/99
Individual evaluation reports submitted to DIR	04/16/99
Synthesis report submitted to DIR by panel chair	04/23/99
Review of synthesis report by panel members	04/26/99 – 04/30/99
Final synthesis report submitted to DIR by panel chair	05/07/99
Synthesis and individual reports sent to PES and WestEd	05/12/99
WestEd response to evaluation report submitted to DIR	05/28/99
DIR submission of WestEd Interim Evaluation Reports (including individual reports, synthesis report, and Lab response) to ED	06/02/99

B. Current Participants in WestEd Evaluation

The following persons are assigned to serve as members of the WestEd review panel:

Jamal Abedi
Robert Donmoyer (Chair)
Betty Mace-Matluck
Jessie Pollack
Raymond Reyes
Joyce Stern

C. Data Sources to be used in the WestEd Evaluation

The Evaluation Framework approved by ED contains associated evaluation questions and indicators to guide the conduct of the Interim Evaluation and reporting of results. The specific data sources to be used for the evaluation of WestEd have been developed after receiving input from the Laboratory, PES, and the OERI Program Officer regarding the nominated Signature Works and the WestEd Inventory of Products and Services.

The remainder of this section identifies the specific data items or data collection activities to be included in the WestEd evaluation plan. Most of the publications and other hard-copy materials specified as data sources are to be provided to the peer reviewers as part of their advance materials. Peer reviewers with Internet access will also be able to examine the WestEd's web-site before arriving on the site visit.

The following data sources are grouped by whether they are: (1) associated with a Signature Work; (2) additional items selected from the Inventory that are not part of the selected Signature Works; or (3) materials to be reviewed in conjunction with overall Laboratory operations. Summary descriptions of the two selected Signature Works, as described by WestEd, are attached to this document.

Signature Work 1: Western Assessment Collaborative (WAC)

WAC represents one of WestEd's primary strategies for supporting whole school change designed to assure the achievement of high standards by all students. WAC's work focuses on assisting schools and districts to establish standards for student performance, develop systems to measure achievement of those standards, and build the capacity and organizational culture to sustain standards-based practice. The WAC signature work is comprised of two major components: (1) Kyosei ("The Spirit of Cooperation"), WAC's Research and Development Partnership; and (2) WAC as a regional support provider (seminars; facilitator's networks; partnerships; presentations, conferences, and publications).

Specific publications and materials related to this Signature Work have been selected from the WestEd Inventory of Products and Services. The list of proposed items for advance review by the panelists includes:

- *Research design for Kyosei (14)* (excerpt)
- *Project Report, Year One (36)* (Executive Summary)
- *Selected workshop agendas and materials, including participant handbook (e.g., Designing District Assessment Systems) (31, 32)*
- *"Standards: From Document to Dialogue" (18)*
- *Kyosei Backgrounder (13)*

Other materials that WestEd should provide regarding Signature Work 1 for advance review by the panel include:

- Excerpts pertaining to Signature Work 1 from contractual documents (including WestEd Technical Proposal, response to questions, initial project plans, contract modifications, quarterly reports, and annual plans and updates)
- Feedback forms from field partners
- 1998 Proposal to the Stuart Foundation (excerpts)
- OERI presentation on scaling up, 1999
- Planning documents and Memoranda of Understanding (e.g., service providers, networks)
- Accountability indicators
- Data Collection Protocol (including selected Kyosei Site Data Collection Plans)
- Selected school data and plans
- WAC accountability dialogue agenda, notes, and participant feedback
- Selected feedback on workshops and publications
- Records of requests for services, conferences, and use of WAC materials by others
- Selected publications (e.g., articles in BASRC Newsletter)
- Feedback from potential partners
- Selected Kyosei applications
- List of contracts, workshops, and on-going partner sites for Signature Work 1 (including contact information)
- Excerpts illustrating use of WAC materials by others

On-site activities for evaluation of Signature Work 1 may include interviews with:

- REL project staff involved with WAC
- Partners in Kyosei schools and districts
- Partners in Southern California Comprehensive Center project
- OERI Program Officer

On-site observations of selected activities may also be included, specifically:

- Implementation site visit

Signature Work 2 — Nevada State Strategy

The Nevada State Strategy is selected as an example of how WestEd works with states in their region to address evolving needs and issues related to reform. This work also illustrates how the Lab has been able to increase the scope, coherence and impact of their work in a state with the help of the state liaison. The formulation of the Nevada State Strategy began in 1997 as the state legislature enacted the Nevada Education Reform Act, which was explicit in both the targets of education reform and the mechanisms to accomplish them. WestEd has worked with the state of Nevada to provide technical assistance, support the new reform structures and

governance bodies, provide services on standards development and assessment, and partner with school districts to address implementation issues.

Specific publications and materials related to this Signature Work have been selected from the WestEd Inventory of Products and Services. The list of proposed items for advance review by the panelists includes:

- “*Developing a Nevada State Strategy for Program Planning*” 8/11/97
- *Northern Nevada Technology Consortium Formative Evaluation Report, 1998 (116)*
- “*Building the Discipline of Educational Development,*” 1997 (article by Hood) (excerpt)
- *Knowledge brief on partnerships*
- *State Plan to Implement Technology to Support Student Learning (119)* (excerpt)
- *Nevada Education Stakeholder Planning Meeting (120)*

Other materials that WestEd should provide regarding Signature Work 2 for advance review by the panel includes:

- Excerpts pertaining to Signature Work 2 from contractual documents (including WestEd Technical Proposal, response to questions, initial project plans, contract modifications, quarterly reports, and annual plans and updates)
- Nevada Strategy Case Description, 1999
- Reports submitted to the Nevada Department of Education
- Agendas and minutes showing testimony and presentations to state agencies (e.g., State Board, Nevada Standards Council, Legislative Committee on Education)
- Quarterly reports from Eisenhower Consortium (excerpts)
- Excerpts from contracts from Nevada State Agencies (including contact information), work plans, progress reports, and correspondence
- Feedback from external reviewers
- Technology Commission minutes
- Standards in English Language Arts, Math, Science
- High school graduation test and policies
- Assessment plan; reports to state agencies
- Minutes from selected meetings (e.g., Planning Meeting with Education Consortium K-16 Collaborative, Professional Development Advisory Panel)
- Selected reports (e.g., “Teaching to High Standards” workshop, Legislative Council Bureau reports)
- Bill draft for developing regional professional development centers
- Letter to Utah State Office of Education
- Selected newspaper articles in California

On-site data collection activities in relation to Signature Work 2 may include interviews with:

- REL project staff involved with Signature Work 2, specifically the NV state liaison
- Partners and users from Nevada

- OERI Program Officer

On-site activities may also include:

- Viewing of “*Voices of the Client*” (video)

Additional Items Selected from the Inventory of Products and Services

In addition to the Signature Works data sources, additional materials will be provided in advance to the peer reviewers. The following materials have been selected from the WestEd Inventory to provide additional breadth to the evaluation:

- CSRD regional conference for funded schools in AZ, NV, UT (57)
- Bridging Cultures Los Angeles Unified School District Training (70/71)
- *Educating Limited-English Proficient Students: A Review of the Literature* (75)
- *Facilitating Community Change: A Case Study of Marin City Families First* (95)
- Roving Institute for Reading Tutors of Indian Students (145)
- Policy Website (146)
- Selected issue of *Focus* newsletter (162)
- Technology Planning Toolkit (174)
- Career Preparation Assessment pilot-test results (206)
- Assessment Toolkit Evaluation Results (214)

Materials for Overall Laboratory Operations

Other materials will be collected and provided to the peer reviewers so that they can examine the overall operations of WestEd. The following materials will be provided to the peer reviewers in advance of the site visit:

- Original RFP
- WestEd Technical Proposal and response to technical questions
- Contract modifications
- Quarterly reports
- Annual plans and updates
- 1996 Annual Report
- Summary of REL funding, by source
- Organizational chart
- Board roster and affiliations
- Demographic information
- Selected Board meeting agenda and minutes, especially review of plans
- Portfolio Review documentation
- “Program Evaluation and Quality Assurance” reports
- QA procedures documentation
- Needs assessment procedures documentation
- Customer feedback procedures documentation

- State stakeholder meeting notes (example)
- List of staff presentations at relevant regional and national meetings
- List of staff publications in external venues
- Signature Works nominations and Inventory of products and services from the current contract period (to be included in briefing booklet prepared by DIR)

On-site interviews regarding overall WestEd operations will be conducted and should include:

- Staff interviews
- Board interviews or focus groups
- OERI Program Officer interview